

Elation Payroll

- Payroll reports must be upload WEEKLY.
- The prime Contractor shall review payrolls for completeness and for compliance In Elations. Please refer to Section II. of Davis-Bacon Labor Standards: A Contractor's Guide to Prevailing Wage Requirements for Federally-Assisted Construction Projects (provided to the Prime Contractor and the Davis-Bacon Clerk at the PreCon Conference) for more information.
- The prime contractor is responsible for the subcontractors submission of payrolls into Elations.

PAYROLLS:

- Payrolls must be numbered sequentially. Do No Work Payroll in Elations for weeks no work was performed.
- Payroll beginning and ending dates must be 7 days long, beginning and ending on the same days of the week as prior payrolls.
- The employee's name, address, phone number, employee's identifying number (the last 4 digits of the employee's SSN), and Etc. are required in Elation system.
- ST is *straight time* (40 hours or less worked per week)
- OT is *over time* (over 40 hours worked per week)
- If other deductions are made by the employer, a signed Employee Authorization to Make Other Deductions form must be included with that payroll.
- Make sure to enter the day and dates, as well as the ending dates, correctly.

STATEMENT OF COMPLIANCE:

- Must be dated correctly. (Corresponding with the 7-day week beginning and ending dates).
- The person signing payroll must be designated and submit signature card through Elations System.
- All the deductions subtracted from the employee's wages must be listed.